



**ABRSM**  
4 London Wall Place  
London EC2Y 5AU  
United Kingdom

[www.abrsm.org](http://www.abrsm.org)

## Role Description

**Title:** **ABRSM Examiner: Theory**

**Reports to:** **Chief Examiner**

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ABRSM exists to support and encourage musical learning and achievement throughout the world. We motivate musical achievement through our authoritative assessments and publications, and actively support music education through funding, advocacy and scholarships in partnership with the Royal Schools of Music.

Our Theory Examiners are a vital part of our organisation, delivering a courteous service of marking Theory of music examinations at the highest professional level for candidates worldwide.

### Role purpose

To conduct the highest possible quality assessment of students in written music theory exams.

### Dimensions / Organisation

Over 140,000 candidates take ABRSM's Music Theory exams in 94 countries each year. There are three main exam sessions where marking takes place; March/April, June/July and October/December. Occasionally, depending on overall exam scheduling, marking may occur outside of these main sessions.

Examiners are appointed by the Chief Examiner, who is a member of the Directorate of ABRSM in consultation with the Chief Theory Moderator and Manager of Theory Examiner Support. All examining work is then allocated by the Theory Team within the Global Operations Department in conjunction with the Chief Examiner's Department.

ABRSM's examiners are over 700 in number and made up of musicians, all highly qualified and skilled in their own field(s). Individual experience and professional skills are combined with rigorous training, prior to provisional acceptance on the panel, before formal appointment as an ABRSM Examiner. The Theory examiner team is just over 100 in number including teams in both the UK and Hong Kong.

We provide all our Examiners with continuing professional development, moderation, monitoring and feedback. The result is a team of Examiners whom we trust and know to be accurate, objective and consistent.

We invite comment from all those involved with our examinations, and the Chief Examiner's Department gives regular feedback to Examiners.



## **Knowledge and skills required**

Please see the Person Specification.

## **Allocation, review and approval of work**

Examiners must mark a minimum of 700 papers spread over two examining sessions each year. Marking usually occurs within a 10-14 day time frame on each occasion and the allocated work must be completed during this time.

ABRSM has a robust Quality Assurance process which includes statistical review or online marking and moderation of marked exam papers. All Theory Examiners are required to complete an Annual Marking Exercise as well as attending a CPD event each year.

ABRSM Examiners understand that through their work, they will act as 'ambassadors' for ABRSM, representing the organisation, maintaining and enhancing its reputation.

All examiners must actively agree to abide by the following ABRSM policies:

- Code of Conduct: ABRSM Theory Examiner
- Safeguarding
- Social Media
- Equal Opportunities
- Conflict of Interest
- Data Protection

## **Terms of Engagement**

ABRSM engages Examiners to provide examining services, but no contract of employment or guarantee of work is made, and no specific period of engagement is implied.